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ABSTRACT

This learning activity package, one of six intended for use in Industrial Cooperative Training Programs, is designed to aid students in developing a good employer-employee relationship by gaining the kinds of worker traits sought by employers. (The industrial cooperative training program provides industrial occupational training experience for high school juniors and seniors who attend school one-half day and receive supervised work experience on the job.) Contents include a list of objectives, pretest, five learning activities, posttest, answer key for learning activities, and pretest and posttest answer key. The learning activities, each based on one objective, cover these topics: (1) Traits Which Employers Seek, (2) What Is My Work Attitude?, (3) Desirable Personal Qualities, (4) Sure Ways of Losing Your Job, and (5) What Are Your Strengths and Weaknesses? Each follows this format: objective, informative materials, and exercise/activity. (YLB)

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EMPLOYER - EMPLOYEE RELATIONS

Learning Activity Package

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A Guide for Industrial Cooperative Training Programs

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Division of Program Services
Vocational and Adult Education
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EMPLOYER-EMPLOYEE RELATIONS

Learning Activity Package

For use with
Industrial Cooperative Training Programs

TRADE AND INDUSTRIAL EDUCATION SERVICE
Division of Program Services
Vocational and Adult Education

S. John Davis
Superintendent of Public Instruction
Department of Education
Commonwealth of Virginia
Richmond, Virginia 23216

May 1980

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INTRODUCTION

What must I do to be successful on my job? This question whirls through the minds of many young people who are starting out in the world of work. This Learning Activity Package (LAP) will aid you in developing a good employer-employee relationship. You will have an opportunity to see things from the employer's point of view. Knowing what your employer expects of you can be half of the battle in being successful on your job. Your general abilities, personal qualities, work traits and attitudes must be considered. It is essential to realize that your work record will determine the opportunities for advancement in your chosen occupation.

NOTES TO STUDENTS

The material in this Learning Activity Package (LAP) is designed to help you in developing the kinds of worker traits which are sought by employers. The only outside resource material required is a dictionary. In addition to the written work required in this LAP, an outside assignment will include the interviewing of several persons.

Begin by taking the Pretest. Then follow the instructions given for completion of the five learning activities in this LAP.

OBJECTIVES

When you have completed this LAP, you will be able to demonstrate your understanding of the employer-employee relationship by completing these objectives with 90 percent accuracy.

A. You will be able to demonstrate a knowledge of twenty basic points of desirable and undesirable employee traits.

B. You will be able to rate yourself accurately on fifteen work related attitudes.

C. You will be able to identify and explain six desirable personal qualities needed in an employment situation.

D. You will be able to recognize and explain ten probable causes for job termination.

E. You will be able to evaluate your work attitudes and skills by listing three strengths and three weaknesses and developing a program for correcting areas of weaknesses.

PRETEST

Circle T if the statement is True, F if it is False.

T F 1. Most first-time employees are fired because of their lack of skill on the job.

T F 2. Tact is describing the way one dresses.

T F 3. Your attitude is one of your most important personality traits.

T F 4. Most employers are concerned with the way you look and dress.

T F 5. Your desire to get ahead on your job will be looked upon favorably by your employer.

T F 6. It is helpful to know which traits your employer considers important.

T F 7. Getting along with others is learned rather than accidental.

T F 8. The attitudes which people have are a result of their outlook on life.

T F 9. Initiative means honesty and truthfulness.

T F 10. Persons who are hard working are assured of keeping their jobs.

Match the words in the right hand column with the correct definition in the left hand column.

_____ 11. Code of behavior

_____ 12. Ability to keep a level head

_____ 13. Harmony of conduct

_____ 14. Being a self-starter

_____ 15. Desire to achieve

_____ 16. Consideration toward others

_____ 17. To expect a favorable outcome

_____ 18. Promptness, exactness, preciseness

_____ 19. Show lively interest

_____ 20. Ability to conform to a situation

A. Consistency
B. Courtesy
C. Adaptability
D. Integrity
E. Optimism
F. Initiative
G. Poise
H. Ambition
I. Productivity
J. Enthusiasm
K. Cooperation
L. Punctuality
M. Self-control

Pretest (Continued)

In the space to the left place the letter (A,B,C, or D) which identifies the best answer.

_____ 21. A loyal worker is:

A. Honest in every way
B. Dependable on the job
C. Courteous and cheerful
D. Supportive of the company.

_____ 22. Most employees are fired because:

A. They cannot get along with others
B. They do not have the proper skills
C. They do not like their job
D. They are "clock watchers"

_____ 23. When we talk about initiative we mean

A. Consideration toward others
B. Promptness, exactness, preciseness
C. Being a self-starter
D. Code of behavior

_____ 24. Another word for integrity is:

A. Honesty
B. Stubbornness
C. Joyfulness
D. Consideration toward others

_____ 25. Which of the following describes the tactful worker?

A. Gets to work on time
B. Expects a favorable outcome
C. Always truthful
D. Says the kind or fitting thing

26. Select any fifteen work attitudes and rate yourself in each. Rate by indicating E (excellent), F (fair), P (poor)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

(9) _____

(10) _____

(11) _____

(12) _____

(13) _____

(14) _____

(15) _____

27. Name and explain ten causes for losing your job.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

(9) _____

(10) _____

28. List three of your work attitude strengths and three of your work attitude weaknesses. Indicate how you will correct your weaknesses.

Strengths

(1) _____

(2) _____

(3) _____

Weaknesses

(1) _____

(2) _____

(3) _____

Pretest (Continued)

How to correct my weaknesses

(1) _____

(2) _____

(3) _____

LEARNING ACTIVITY A

TRAITS WHICH EMPLOYERS SEEK

Objective: You will be able to demonstrate a knowledge of twenty basic points of desirable and undesirable employee traits.

Introduction: Following is a list of traits which are characteristic of the good employee. Use a dictionary to familiarize yourself with the meaning of these traits. Write the definition to these traits in the spaces provided. You may refer to these definitions as needed to complete subsequent sections.

1. Adaptability _____

_____

2. Ambition _____

_____

3. Cheerfulness _____

_____

4. Cooperation _____

_____

5. Consistency _____

_____

6. Courtesy _____

_____

7. Dependability _____

_____

8. Enthusiasm _____

_____

9. Honesty _____

_____

Traits Which Employers Seek (Continued)

10. Initiative _____

_____

11. Integrity _____

_____

12. Loyalty _____

_____

13. Motivation _____

_____

14. Neatness _____

_____

15. Optimism _____

_____

16. Poise _____

_____

17. Productivity _____

_____

18. Punctuality _____

_____

19. Self-control _____

_____

20. Tactfulness _____

_____

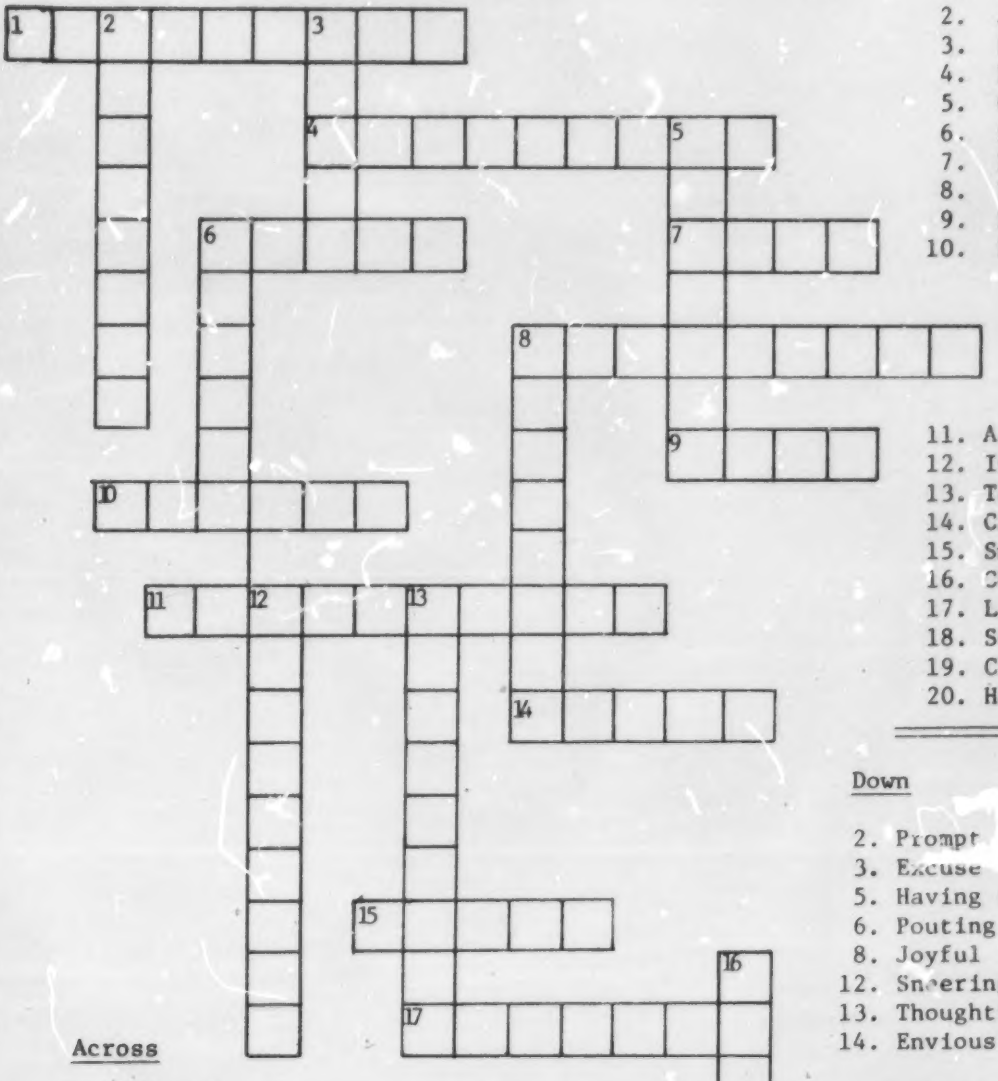
Traits Which Employer Seek (Continued)

In the blanks at the left, fill in the letter of the matching definition.

_____ 1.	Code of behavior, honesty	A. Motivation
_____ 2.	Do or say the kindest or most fitting thing	B. Cooperation
_____ 3.	Ability to keep a level head	C. Adaptability
_____ 4.	Reliability	D. Productivity
_____ 5.	Tidiness, clean condition	E. Poise
_____ 6.	Happiness, joyfulness	F. Initiative
_____ 7.	Harmony of conduct	G. Consistency
_____ 8.	Being a self-starter	H. Enthusiasm
_____ 9.	Creation of goods and services	I. Loyalty
_____ 10.	Work together toward a common end	J. Cheerfulness
_____ 11.	Desire to achieve	K. Punctuality
_____ 12.	Consideration toward others	L. Neatness
_____ 13.	To expect a favorable outcome	M. Honesty
_____ 14.	Fairness of conduct, trustworthiness, truthfulness	N. Dependability
_____ 15.	Promptness, exactness, preciseness	O. Optimism
_____ 16.	Faithfulness	P. Self-control
_____ 17.	Show lively interest	Q. Courtesy
_____ 18.	Self-possessed composure, assurance and dignity	R. Tactfulness
_____ 19.	Ability to conform to a situation	S. Ambition
_____ 20.	Stimulation toward action	T. Integrity

CROSSWORD PUZZLE

Complete the crossword puzzle by selecting definitions from the lower lists which match terms in the upper list. You may use your dictionary to identify terms not found in the previous activity.



1. Obstinate
2. Jealous
3. Sincere
4. Poise
5. Courteous
6. Sarcastic
7. Respectful
8. Loyal
9. Dependable
10. Punctual

11. Alibi
12. Integrity
13. Tactful
14. Calm
15. Smile
16. Confident
17. Lazy
18. Sullen
19. Cheerful
20. Honest

Down

2. Prompt
3. Excuse
5. Having tact
6. Pouting
8. Joyful
12. Sneering, cutting
13. Thoughtful of others
14. Envious

Across

1. Reliable
4. Honesty
6. Look pleased
7. Quiet, still
8. Sure of oneself
9. Not willing to work
10. Truthful
11. Showing respect
14. Faithful to duty
15. Mental balance, composure
17. Genuine, real, honest
18. Stubborn

LEARNING ACTIVITY B

WHAT IS MY WORK ATTITUDE?

Objective: You will be able to rate yourself accurately on fifteen work related attitudes.

Introduction: Self-evaluation allows us to see ourselves as others do. The following exercise requires you to evaluate yourself by reacting to a list of questions about yourself. Read the questions carefully and give an honest opinion about yourself.

What Is My Work Attitude? (Continued)

Rate yourself on a scale of one to five. You may have a big surprise in store for you.

5 - always

4 - most of the time

3 - sometimes

2 - rarely

1 - never

Place these numbers in the space provided preceding each question. Check your score to see how you rated yourself.

_____ 1. Do you make friends easily?

_____ 2. Is your work done on time?

_____ 3. Can you control your temper?

_____ 4. Are you loyal to your company?

_____ 5. Do you work continually while on the job?

_____ 6. Can you see the brighter side of a situation?

_____ 7. Can you laugh when the joke is on you?

_____ 8. Do you consider the thoughts and feelings of others?

_____ 9. Are you helpful to those around you?

_____ 10. Can you refrain from being bossy?

_____ 11. Do you go to your supervisor with problems on the job?

_____ 12. Do you volunteer to do work which others are not interested in doing?

_____ 13. Are you at work on time?

_____ 14. Do you enjoy working?

_____ 15. Do you get along with people?

_____ 16. Can you follow directions easily?

What Is My Work Attitude? (Continued)

_____ 17. Can you disagree without becoming angry?

_____ 18. Are you a patient person?

_____ 19. Can you follow rules of the company easily?

_____ 20. Are you self-confident?

_____ 21. Can you work with people you dislike?

_____ 22. Do you make excuses every time something goes wrong?

_____ 23. Do you make and hold long-term friendships?

_____ 24. Do you finish unpleasant tasks easily and without question?

_____ 25. Are you completely honest?

_____ TOTAL

There are 25 questions; a perfect score would be 125. Total your score and rate yourself according to the following scale:

115 - 125 You are an unbelievable person.

90 - 114 Your attitude is very commendable.

75 - 89 You need some improvement in certain areas of attitude.

Below 75 You need to re-examine yout attitude toward others.

Are you satisfied with yourself? Where do you feel you need improvement?

LEARNING ACTIVITY C

DESIRABLE PERSONAL QUALITIES

Objective: You will be able to identify and explain six desirable personal qualities needed in an employment situation.

Introduction: There is quite a difference in workers' attitudes toward their jobs. Some think only of watching the clock, waiting for quitting time, while others enjoy their work so much that time is not that important. The main secret to enjoying your work and, at the same time impress the boss with your abilities is to develop the right job attitudes. Attitudes are really based on several personal qualities which you can develop if you are willing to try. Let's explore some of these attitudes.

THE SELF-STARTER

Employers will promote workers, who after being trained on what to do, can find things to be done without constantly being told. The worker can see what needs to be done without taking up the valuable time of the supervisor. In fact, the less direction you require as a worker, the more you are worth on the job. Try to be the kind of person who can work on your own.

THE WIDE AWAKE WORKER

Do you listen carefully when directions are given to you, or does your supervisor need to explain the same simple instructions over and over again? If you fit the last category, it is probably because of lack of interest. Sometimes it is traceable to bad after-work habits: If you were out late the night before and have to fight to keep awake, your work will suffer.

Desirable Personal Qualities (Continued)

Try to be the kind of person who is active, prompt and alert. Surely you cannot expect success on the job if you are sleepy, ailing and listless much of the time.

THE DEPENDABLE WORKER

Employers naturally are interested in having their company make a profit. If you habitually come late to work, or skip days whenever you wish, it affects production and company profits. The late worker may say, "What difference does a few minutes make?" This question can be answered by asking yourself, "What if everyone came to work ten minutes late?" Obviously this would add up to a lot of lost time. The company could eventually "go broke" due to increased costs.

The worker who is continually absent slows down production and costs the company money. Not only does the undependable worker cost the company money, but morale among other workers also suffers. What is fair for one is fair for all. If others see that a few people can get away with being late or absent for work, they will feel hurt and resentful.

THE QUIET, EFFICIENT WORKER

The skillful worker always does his/her work in the easiest, shortest way possible. This kind of worker does not waste words nor motions. There is

an old saying "Plan your work, then work your plan."

A slow worker is not necessary slow in doing the actual work. Usually it is a case of being disorganized and lacking a system. Do you waste motions by jumping up and down and doing unconnected things one thing at a time, instead of thinking through the job and planning an efficient way of doing it? Your employer is likely to promote you if you show the ability to think through each job first, planning an efficient way of doing it.

THE RELIABLE WORKER

A reliable person is one who can be counted on every time. This kind of worker is truthful and can always be trusted. If you are interested in developing this trait, here are some tips: Always look a person straight in the eye and give a straightforward answer. Take the blame when you are at fault and do not blame others. If you say you will do something, do it, instead of making excuses. Be trustworthy with financial matters.

If you are willing to develop these traits, your supervisor will soon recognize that you could be put in charge if he/she were away for a few days.

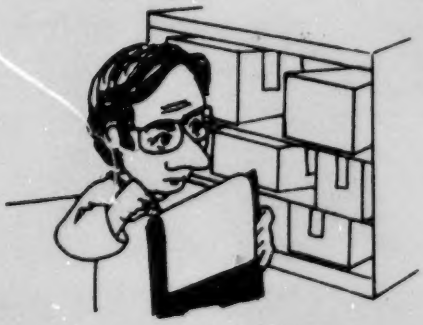
THE CHEERFUL, COURTEOUS WORKER

Have you ever stopped to think how your moods affect others around you? It always brightens up your day when you can work near someone who is happy and cheerful. Make it a point to wake up in the morning with a smile and then spread that cheerfulness to others throughout the day. If you feel happy inside, you are less likely to say unkind words or spread gossip. Not only will others like you more than if you were not cheerful, but your employer will soon observe how your cheer lifts the morale of the entire group.

The same can be said about courtesy -- it is catching. Use the words "thank you", "please" and "excuse me" liberally. Show others that you respect their feelings and the same courtesies will soon be extended to you.

THE DETERMINED WORKER

To be determined is to be willing to stick to a task until completed. Someday you will no longer be under the watchful eye of your teacher or your parents. There may be no one to force you to do the job. In the world of work you will discover that you either produce on your own or lose your job. You will need to learn to manage yourself.



Desirable Personal Qualities (Continued)

What are some things which you can do to develop determination? First, never be a procrastinator. This is a person who always puts off things until tomorrow. If you realize that job advancement will require skills in math, do not put it off -- get out your old math book or enroll in a refresher course. The secret of getting what you want in life is simply working at it, little by little, one step at a time.

Desirable Personal Qualities (Continued)

In the blanks at the left, fill in the letter of the matching definition. You may use the letters more than once.

_____	1.	Gets to work on time	A. Quiet, efficient
_____	2.	Can be trusted with money	B. Wide-awake
_____	3.	Greets people with a smile	C. Cheerful, courteous
_____	4.	Can "see" the work which is to be done	D. Determined
			E. Reliable
_____	5.	Listens carefully when directions are given	F. Dependable
_____	6.	Continues to move ahead, one step at a time.	G. Self-starter
_____	7.	Discourages gossip	
_____	8.	Can work well on his/her own	
_____	9.	At work every day	
_____	10.	"Plan the work", then "work the plan"	
_____	11.	Very organized at work	
_____	12.	Uses words like "thank you" and "please"	
_____	13.	Spreads happiness to others	
_____	14.	Willing to stick to a task	
_____	15.	Gives honest answers	
_____	16.	Can be counted on	
_____	17.	Gets going without being told	

LEARNING ACITIVITY D

SURE WAYS OF LOSING YOUR JOB

Objective: You will be able to recognize and explain ten probable causes for job termination.

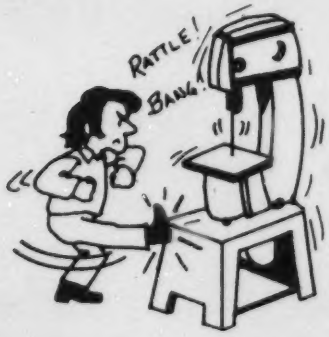
Introduction: Many employees who lose their jobs never fully realize the reasons which led to their dismissal. You can insure yourself against the possibility of this happening to you if you become aware of the traits which could cost you your job.

GOSSIPING

Gossip is a great wrecker of team work. The person who gossips continually is indirectly responsible for lowered production and employee turnover. If one of your co-workers seeks to ruin another person's character, the best thing to do is to ignore it. Never repeat hurtful or unpleasant things about others.

CARELESS WITH TOOLS AND EQUIPMENT

In most jobs the employer furnishes the tools and equipment which you will use. If you are careless with such equipment, repair or replacement may be very expensive. One careless moment could wreck a machine worth thousands of dollars. Always treat the employer's equipment as if it were your own.



Sure Ways of Losing Your Job (Continued)

DISHONESTY

Employers want employees who can be trusted without requiring constant supervision. Usually dishonesty is discovered after a short time. If theft or deception is given as the reason for dismissal it may be very difficult to gain another job. Remember that a future employer will ask for references from your previous place of employment.

CANNOT FOLLOW DIRECTIONS

Are you the kind of person who can be expected to do the job correctly after being told once what to do, or are you the kind of employee who does not listen attentively and who constantly requires direction? Develop the habit of following directions exactly and doing the job right the first time.

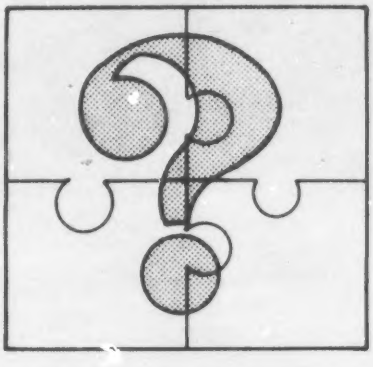
POOR ATTITUDE TOWARD THE JOB

A person in this category is generally a faultfinder. This kind of worker complains about the tools, the boss, the pay raise which he/she should have received, and dozens of other things. Usually this kind of worker has a poor attitude toward life in

general and may complain about the government, co-workers and a lot of other things. Always show a positive attitude toward your job and your fellow workers.

LACK OF COMMON SENSE

Common sense is simply the ability to figure out the right way of handling job and personal activities. A person with "common sense" can solve small problems without constantly asking for help. Such an employee would automatically do the correct thing because of the ability to "reason out" ahead of time. If you are constantly being corrected, it may be that you should learn to think through your actions with "common sense" before you act -- instead of later.



COVER UP MISTAKES

It is human nature to make mistakes, especially when you are new on the job. Your employer will usually understand if you simply admit your mistakes and try to correct the problem. Do not hide your mistakes or blame them on another person or job conditions.

CLOCK WATCHER

Employers expect you to put in your full time and effort to the job. Do not be the kind of worker who starts cleaning up ten minutes early or who

is watching the time clock for the second hand to go around. Putting in your full time on the job is a way of showing that you are interested in your work.

DISLOYAL TO THE COMPANY

Remember that your company is providing you with the money to support your standard of living. If you continually say things about the company which are hurtful, or if you "knock" the product or services, the word will soon get back to management. Always support the company or business that supports you.

LOAFS ON THE JOB

Employers are not interested in keeping employees who are not willing to do their share of the work. Remember, if you loaf on the job, someone else must make up for the lost production time. Time is money in any business and employers cannot afford to retain workers who do not carry their fair share.

LATE TO WORK CONTINUALLY

The employee who is continually late for work is generally the same one who is is a clock watcher at quitting time. In assembly line types of employment

one late worker can hold up the work of many others. Plan to leave home a little earlier in the morning. Show your employer that you are interested enough in the job to put in your full time.

BAD TEMPER

Have you ever had occasion to work with others who "lose their cool" when things go wrong? It is very upsetting to be around such people. Remember that a temper tantrum is not only a childish way to approach a problem, but will do you no good. It may lead to loss of friendship as well as eventual loss of the job.

POOR WORK ATTENDANCE

It costs your employer money whenever you decide to "lay out" for a day.

The costs of operating the company will continue as usual. Also, either a substitute must fill your position or work will slow down. In any case, the employer loses when you do not get to work. A sure way to lose your job is to be irregular in your attendance.

CAN NOT GET ALONG WITH OTHER EMPLOYEES

Almost every one wants to be liked by others. The person who cannot get along with co-workers usually does not really know what is wrong. If you have trouble getting along with others at work and at school it might be a good idea to start thinking about how you can change the situation. Are you bossy? Do you tease others? Are you a show-off? Try to figure out what is wrong and do something about it. Employers will not retain employees who continually "stir up" trouble or cause ill feelings among co-workers.

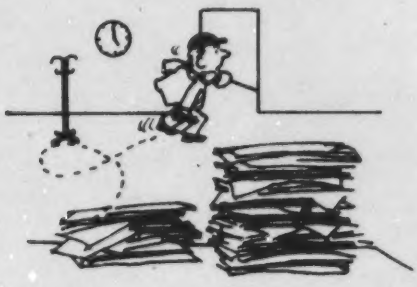
DISREGARDS SAFETY RULES

Every employer has safety rules which must be followed. Taking chances is foolish because it will eventually lead to injury as well as loss of earning power. Your employer not only loses money because of lost production but also due to the added cost of workmen's compensation insurance. The worker who constantly defies safety rules is a bad risk for any employer.

UNDEPENDABLE

The undependable worker very often practices one or more of the poor attitudes discussed previously, such as poor work attendance, clock watching or being

late for work frequently. Other undependable traits might be leaving work undone, mixing up work orders, or breaking a promise to work overtime. Every employer wants to hire workers who can be counted on. A sure way to lose your job is to show that you are undependable.



Sure Ways of Losing Your Job (Continued)

In the working relationship, combinations of several undesirable qualities can lead to loss of your job. The previous reading contained sixteen reasons for being fired. Read and evaluate these reasons to see if any are descriptive of your own work habits. List in order, what you would consider to be the top six reasons for people being fired. Next, interview two employers and have them list the six main reasons they would fire an employee. After comparing these lists, ask your ICT coordinator to provide you with the six reasons most frequently given for employee dismissal as was reported in a national survey. Compare your findings.

Your Reasons:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Employers' Reasons:

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

CASE STUDIES

You are to play the role of manager of Wearall Tire Company. As manager, it is your responsibility to evaluate each employee twice a year. Read very carefully the descriptions of your six employees and answer the questions which follow:

Employee No. 1. John Thompson has been with the company for nearly two years. He is twenty-three years old, single and lives near the factory. John is extremely neat in appearance and dresses better than anyone in the office. He sometimes is late to work and usually leaves right on time. His work is acceptable, always doing everything asked of him but very little more. He sometimes acts bossy and brags about the quality of his work.

Employee No. 2. Tom Simmons has been with Wearall Tire Company for one year and nine months. He is married and has one infant son, two months old. Tom likes to work alone and works very hard, often doing much more than his share. He often stays late to finish jobs which were not completed. Tom is a sloppy dresser, however, and his work area is quite messy. He has received criticism for his sloppiness. Tom says that he loves his work.

Employee No. 3. Sue Jones is an attractive red head who has been with the company for two years. She is single but plans to be married in a few months. She is very industrious and completes all her work well and on time. Sue is very efficient, but she frequently complains to her supervisor about the amount of work assigned to her. Also, she often does little things to annoy him. For example, she sometimes eats at her work station and on occasions, starts cleaning up too early.

Employee No. 4. Cindy Little is nineteen years old and has been with the company six months. She is single and quite attractive. She is most enthusiastic and wants to learn everything about the business. She accepts criticism well and always tries to please. She is quite frank in her dealings with co-workers and this has occasionally caused friction. Her employer has some doubts concerning Cindy's ability to handle money. Quite a mix-up occurred when she handled the office charity fund.

Employee No.5. Betty Brown is thirty-one years old. She has been with the company for four years. Betty is a loner. She keeps to herself most of the time. Her co-workers have learned to avoid her because she does not seem friendly. She says little and never smiles. The management is happy with the quality of her work and her dependability.

Employee No. 6. Bob Bentley has worked for six years in the shipping department. Bob tends to be quite careless with tools and equipment. During the past six months he has been injured three times. On one occasion he injured his back trying to lift a heavy crate by himself. Later he injured his foot when he came too close to a crate being unloaded by a fork-lift. Last week he pushed a screwdriver into his left hand while prying off a tie strap. Everyone likes Bob and he is very conscientious in doing his job. He lost fourteen work days during the last six months, all covered by workmen's compensation.

Sure Ways of Losing Your Job (Continued)

1. What are two strengths of each employee?
2. What are two weaknesses of each employee?

John Thompson _____

_____

_____

_____

Tom Simmons _____

_____

_____

_____

Sue Jones _____

_____

_____

_____

Cindy Little _____

_____

_____

_____

Betty Brown _____

_____

_____

_____

Bob Bentley _____

_____

_____

_____

LEARNING ACTIVITY E

WHAT ARE YOUR STRENGTHS AND WEAKNESSES?

Objective: You will be able to evaluate your own work attitudes and work skills by listing three strengths and three weaknesses and developing a program for correcting areas of weaknesses.

Introduction: It is normal to strive for security and comfort in life. In order to reach that goal you must use your inner strength and know your weaknesses. There is no reason to be afraid of your weaknesses. If you recognize these weaknesses and are willing to deal with them you will have come a long way. By really knowing yourself and understanding both your strengths and weaknesses you will be in a better position to improve yourself. If, on the other hand, you "wear a mask" and try to blame others for your weaknesses, you will have created another roadblock. It will then appear to others that you are "out of touch" with yourself or "haven't gotten yourself together". Be honest with yourself. Try to recognize both your strengths and weaknesses. "Blaming the other person" whenever you have problems on the job is not going to benefit you in the long run. The following activities will help you in looking at your own work attitudes and skills.

What Are Your Strengths and Weaknesses? (Continued)

On the following page is a sample of the standard Employer's Report to the Coordinator of Industrial Cooperative Training. Your task will be to do the following:

1. Read the report carefully. Study each of the evaluation areas.
2. Fill in the report, evaluating yourself as honestly as you can.
3. Take a copy to your employer and ask him/her to fill it out.
4. Compare the two evaluations. Discuss the results with your ICT Coordinator.
5. Where do you need improvement?

EMPLOYER'S REPORT TO COORDINATOR
INDUSTRIAL COOPERATIVE TRAINING
_____ High School

Name of Student | Occupation | Training Station | Coordinator

Rating Elements	Excellent	Good	Fair	Poor	Additional Remarks
Attitude (conduct, courtesy, etc.)					
Cooperation (team worker)					
Initiative (self-starter)					
Accepts Responsibility (reliable, etc.)					
Loyalty (for Company)					
Resourcefulness (good judgment, etc.)					
Response to Instruction or Criticism					
Interest in Occupational Goal					
Progress (knowledge, confidence, etc.)					
Quality of Work (accuracy, etc.)					
Production (quantity of work)					
Practices Safety (with equip., etc.)					
Attendance (notification of absence)					
Prompt and Ready for Work					
Personal Appearance					

General Remarks: _____

_____ Date

_____ Immediate Supervisor

_____ Employer

Additional questions on back for supervisor

What Are Your Strengths and Weaknesses? (Continued)

1. Would you recommend that this student continue a career in this occupational area?

2. Would you consider this student for permanent employment if a position were open?

3. How can the school help this student become a better employee?

4. What do you like most about this student?

5. Comment on ways in which this student could improve. Note special weaknesses.

What Are Your Strengths and Weaknesses? (Continued)

Write down your five greatest strengths and five greatest weaknesses. For each weakness write a five step plan for improving yourself. Over the next year check yourself on a monthly basis and see how well you are doing.

My strengths:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

My weaknesses:

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

What Are Your Strengths and Weaknesses? (Continued)

FIVE STEP PLAN FOR OVERCOMING WEAKNESSES

1st Weakness _____

Five Step Plan

A. _____

B. _____

C. _____

D. _____

E. _____

2nd Weakness _____

Five Step Plan

A. _____

B. _____

C. _____

D. _____

E. _____

3rd Weakness _____

Five Step Plan

A. _____

B. _____

C. _____

D. _____

E. _____

41

What Are Your Strengths and Weaknesses? (Continued)

4th Weakness _____

Five Step Plan

A. _____

B. _____

C. _____

D. _____

E. _____

5th Weakness _____

Five Step Plan

A. _____

B. _____

C. _____

D. _____

E. _____

POSTTEST

Circle T if the statement is True, F if it is False.

T F 1. Most first-time employees are fired because of their lack of skill on the job.

T F 2. Tact is describing the way one dresses.

T F 3. Your attitude is one of your most important personality traits.

T F 4. Most employers are concerned with the way you look and dress.

T F 5. Your desire to get ahead on your job will be looked upon favorably by your employer.

T F 6. It is helpful to know which traits your employer considers important.

T F 7. Getting along with others is learned rather than accidental.

T F 8. The attitudes which people have are a result of their outlook on life.

T F 9. Initiative means honesty and truthfulness.

T F 10. Persons who are hard working are assured of keeping their jobs.

Match the words in the right hand column with the correct definition in the left hand column.

_____ 11. Code of behavior

_____ 12. Ability to keep a level head

_____ 13. Harmony of conduct

_____ 14. Being a self-starter

_____ 15. Desire to achieve

_____ 16. Consideration toward others

_____ 17. To expect a favorable outcome

_____ 18. Promptness, exactness, preciseness

_____ 19. Show lively interest

_____ 20. Ability to conform to a situation

A. Consistency
B. Courtesy
C. Adaptability
D. Integrity
E. Optimism
F. Initiative
G. Poise
H. Ambition
I. Productivity
J. Enthusiasm
K. Cooperation
L. Punctuality
M. Self-control

Posttest (Continued)

In the space to the left place the letter (A,B,C, or D) which identifies the best answer.

_____ 21. A loyal worker is:

A. Honest in every way
B. Dependable on the job
C. Courteous and cheerful
D. Supportive of the company.

_____ 22. Most employees are fired because:

A. They cannot get along with others
B. They do not have the proper skills
C. They do not like their job
D. They are "clock watchers"

_____ 23. When we talk about initiative we mean:

A. Consideration toward others
B. Promptness, exactness, preciseness
C. Being a self starter
D. Code of behavior

_____ 24. Another word for integrity is:

A. Honesty
B. Stubbornness
C. Joyfulness
D. Consideration toward others

_____ 25. Which of the following describes the tactful worker?

A. Gets to work on time
B. Expects a favorable outcome
C. Always truthful
D. Says the kind or fitting thing

26. Select any fifteen work attitudes and rate yourself in each. Rate by indicating E (excellent), F (fair), P (poor)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

14

Posttest (Continued)

(8) _____

(9) _____

(10) _____

(11) _____

(12) _____

(13) _____

(14) _____

(15) _____

27. Name and explain ten causes for losing your job.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

(9) _____

(10) _____

28. List three of your work attitude strengths and three of your work attitude weaknesses. Indicate how you will correct your weaknesses.

Strengths

(1) _____

(2) _____

(3) _____

Weaknesses

(1) _____

(2) _____

(3) _____

Posttest (Continued)

How to correct my weaknesses

(1) _____

(2) _____

(3) _____

ANSWER KEY - ACTIVITY A: TRAITS WHICH EMPLOYERS SEEK

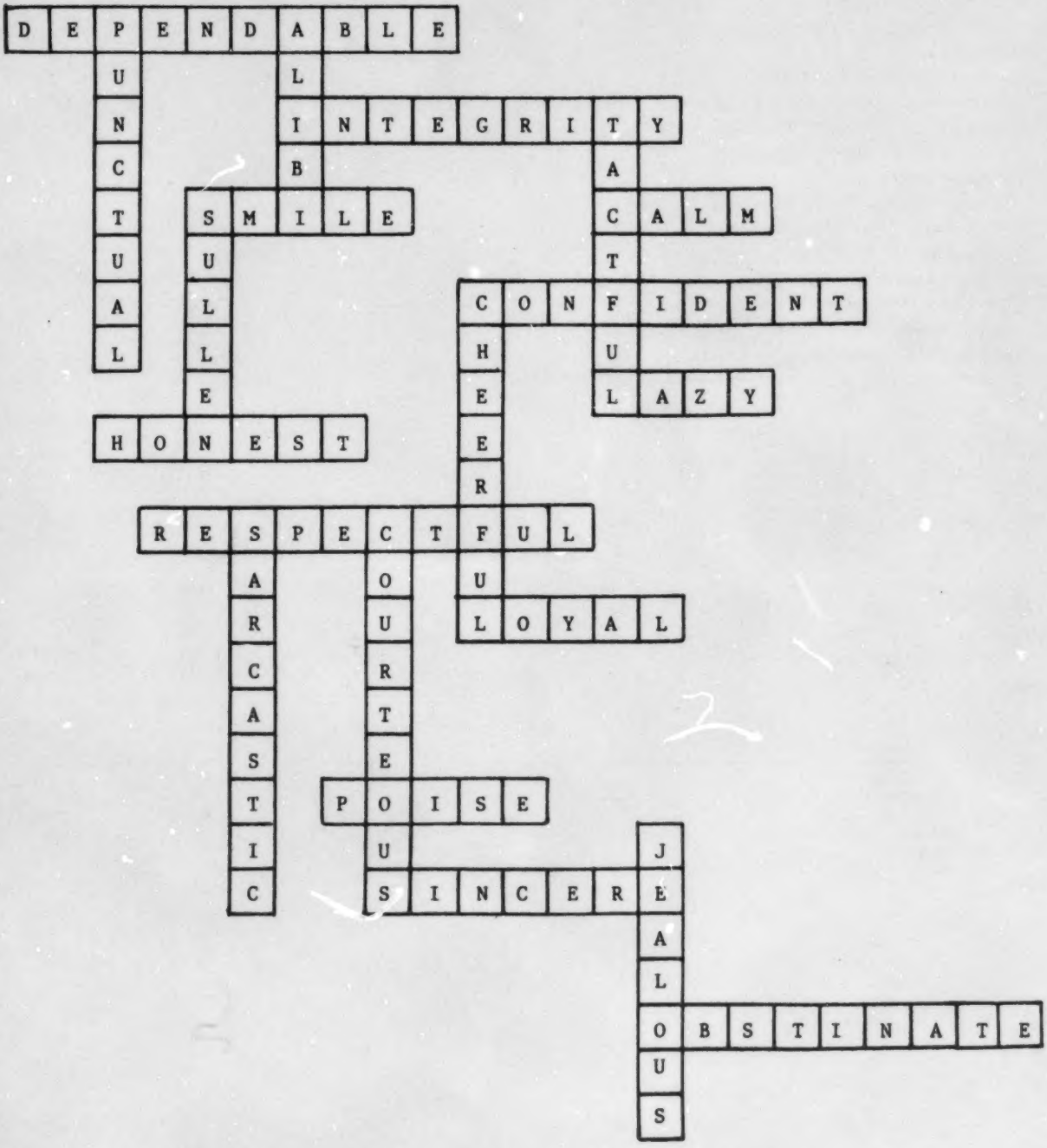
1. Ability to conform to a situation
2. Desire to achieve
3. Happiness, joyfulness
4. Work together toward a common end
5. Harmony of conduct
6. Consideration toward others
7. Reliability
8. Show a lively interest
9. Fairness of conduct, trustworthiness, truthfulness
10. Ability to follow through with a plan or task
11. Code of behavior, honesty
12. Faithfulness
13. Stimulation toward action
14. Tidiness, clean condition
15. To expect a favorable outcome
16. Self-possessed composure, assurance and dignity
17. Creation of goods or services
18. Promptness, exactness, preciseness
19. Ability to keep a level head
20. Do or say the kindest or most fitting thing

---

1. T
2. R
3. P
4. N
5. L
6. J
7. G
8. F
9. D
10. B
11. S
12. Q
13. O
14. M
15. K
16. I
17. H
18. E
19. C
20. A

ANSWER KEY - ACTIVITY A: TRAITS WHICH EMPLOYERS SEEK

CROSSWORD PUZZLE



18

ANSWER KEY - ACTIVITY C: DESIRABLE PERSONAL QUALITIES

Matching:

B	1
E	2
C	3
G	4
B	5
D	6
A	7
A	8
E	9
A	10
A	11
C	12
C	13
D	14
E	15
F	16
G	17

ANSWER KEY - ACTIVITY D: SURE WAYS OF LOSING YOUR JOB

A survey conducted among employers indicates that the following are the major reasons for firing an employee.

1. Dishonesty
2. Disloyal to the company
3. Undependable
4. Cannot get along with other employees
5. Late to work continually
6. Careless with tools and equipment

ANSWER KEY - ACTIVITY D: SURE WAYS OF LOSING YOUR JOB

CASE STUDIES (Select from the following)

STRENGTHS

1. Employee No. 1 - (John Thompson)

Neat appearance
Acceptable work
Cooperative
Length of service

Employee No. 2 - (Tom Simmons)

Length of service
Hard worker
Dedication to job
Willing to work overtime

Employee No. 3 - (Sue Jones)

Quality of work
Length of service
Efficient worker

Employer No. 4 - (Cindy Little)

Enthusiasm toward work
Willing to learn and improve

Employee No. 5 - (Betty Brown)

Dependable worker
Does quality work

Employee No. 6 - (Bob Bentley)

Liked by other employees
Conscientious on the job

WEAKNESSES

2. Employee No. 1 - (John Thompson)

Tardiness
Performs only what is asked of him
Attitude toward peers
Boastfulness

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ANSWER KEY - ACTIVITY D: SURE WAYS OF LOSING YOUR JOB

Employee No. 2 - (Tom Simmons)

Relationship with co-workers
Personal appearance
Work station appearance

Employee No. 3 - (Sue Jones)

Complaining nature
Annoying habits

Employee No. 4 - (Cindy Little)

Relationship with co-workers
Ability to handle money

Employee No. 5 - (Betty Brown)

Unfriendly toward co-workers
Never cheerful

Employee No. 6 - (Bob Bentley)

Careless with tools and equipment
Violates safety regulations

ANSWER KEY - ACTIVITY E: WHAT ARE YOUR STRENGTHS AND WEAKNESSES?

Answers will vary. Check with your instructor

ANSWER KEY: PRETEST AND POSTTEST

True - False		Matching		Multiple Choice	
1.	False	D	11	21.	D
2.	False	M	12	22.	A
3.	True	A	13	23.	C
4.	Ture	F	14	24.	A
5.	True	H	15	25.	D
7.	True	B	16		
7.	True	E	17		
8.	True	L	18		
9.	False	J	19		
10.	False	C	20		

26. Answers will vary. Check with your instructor.

27. Select from the following: (Model Answers)

A. Gossiping (Lowers productivity and increases employee turnover)
B. Careless with tools and equipment (Can cost the company a great deal of money)
C. Dishonesty (Employees must be trusted without constant watching)
D. Cannot follow directions (Requires too much supervision time)
E. Poor attitude toward job (Chronic complainers lower employee output)
F. Lack of common sense (Good employees can reason things out)
H. Clock watchers (Employers expect full time on the job)
I. Disloyal to company (Management does not feel obligated to keep employers who "knock" the company)
J. Loafs on the job (Loafing causes lost production time so the company must charge more for the product in order to make a profit)
K. Bad temper (Bad tempered employees are difficult to be around)
L. Late to work continually (One late employee can hold up the work of several others)
M. Cannot get along with other employees (Causes disharmony and lowered morale)
N. Disregard safety rules (company loses money because of loss in production and increased workmen's compensation costs.
O. Undependable (Every employer wants workers who can be counted on)

28. Answers will vary. Check with your instructor.